

## District Supervisors Requirements for Cost Share Programs

### What is Required?

The North Carolina Soil and Water Conservation Commission has responsibility for implementing cost share programs at the state level but **local implementation is the responsibility of the local soil and water conservation district**. The commission has stated that, "The charge for supervisors as local administrators is to execute cost share programs to satisfy a recognized nonpoint source or water quantity problem, not to spread the money out to the most landowners or to buy the easiest BMP that can be installed.". ~~The charge for District Boards . . . is to execute the Program to satisfy a recognized nonpoint source problem, not to spread the money out to the most landowners or to 'buy' the easiest best management practice that can be installed." District Boards are to place the highest priority on water quality protection.~~

Supervisors are required to do the following:

- ~~1.~~ Supervisors must comply with the "Open Meetings Law" for district board meetings. Supervisors must ensure that the district board meets often enough to properly execute and oversee cost share programs in the district. The division recommends the board meet at least six times per year.

~~1.~~

~~2.~~

- ~~3.~~ Each district must advertise the availability of local cost share programs ~~no later than June 30 preceding the start of~~ each program year.

~~4.~~

~~2.~~

- ~~3.~~ Supervisors must develop a district strategy plan annually. Refer to strategy plan policy for more information.

that:

~~Includes a prioritized list of resource concerns for the district.~~

~~Determine how available programs and technical assistance resources can be applied to address priority concerns~~

~~Explains the district's outreach strategy to all potential applicants for priority resource concerns.~~

~~Explains the strategy for informing and involving the public in district business.~~

~~Highlights needs for funds/staff, including funds and staff that might be obtained through grants.~~

~~Defines the process for prioritizing applications for selection, and ensures that the process is free of bias.~~

~~These Strategy Plans are submitted to the Commission which in turn allocates funds to the Districts based on their proportional needs.~~

5. Supervisors must work with ~~County Commissioners~~ local government officials to secure the ~~to get at least 50% required match for~~ cost sharing ~~ing for~~ technical assistance before requesting funds in the annual strategy plan.
  - 4.
  - 6.
  7. After receiving an allocation, districts must review applications ~~from landowners~~ and decide which application will be funded for BMP installation. ~~Supervisors must take careful steps to avoid any conflict of interest or the appearance of conflict of interest.~~
  - 5.
- Supervisors must take careful steps to avoid any conflict of interest or the appearance of conflict of interest.
- 6.
  - a. ~~a~~ Supervisors must abstain from voting on contracts or decisions in which they have a personal interest or potential to benefit to avoid an actual or perceived conflict of interest.
  - a.
  - b. ~~b~~ Supervisors must monitor secondary employment of staff to ensure no actual or apparent conflict of interest. Refer to ~~commission advisory to districts on secondary employment~~ commission advisory to districts on secondary employment for more information.
- 8.7. Ensure that the district has a process in place to track annual and lifetime caps on practices.
- 9.8. ~~When the contract has been completed~~ District Supervisors must review and approve each contract. Every contract must document a water quality or quantity benefit resulting from BMP implementation. Final contract approval is given by the division.
- 10.9. Supervisors should follow-up with staff and program participants to ensure that they are being given the information necessary to ensure successful contract implementation (e.g., copy of contract, conservation plan, technical specifications or standards) and that communication is effective between the district and the cooperator.
- 11.10. Ensure district staff has the appropriate level of design and job approval authority for the particular practices being implemented.
- 12.11. When BMPs are installed, district supervisors must certify installation meets ~~Natural Resources Conservation Service~~ standards and specifications for the

particular practice, and request payment from the Division of Soil and Water Conservation. The Department of Agriculture & Consumer Services in accordance with State law mails-distributes this payment to the recipient. The district office receives a monthly list of payments for administrative purposes. The notification to the district that payment has been made allows district supervisors to promote cost share programs in the community.

- ~~13-12.~~ Supervisors shall be responsible for makconducting 5%- randomly selected annual spot checks of a percentage of all all the participating farms active contracts to ensure program compliance-per maintenance. Waste management systems for operations not permitted by the Division of Water Quality will receive annual status reviews for five years following implementation. 5% of all nutrient management plans will be spot checked annually by the local District. The Commission encourages the participation of all the Supervisors in the spot check process, and it requires that at least one Supervisor be present for every spot check. The Division recommends that all Supervisors participating in the site visits inspect the selected operations together and that District and/or NRCS technical staff should accompany the Supervisors to provide technical expertise to the Supervisors. Refer to the spot check policy for more information.
- ~~14.~~ Districts are to document the number/names of all persons participating in the spot check process. The Open Meetings Law requirements must be met if a quorum of Supervisors participates in the spot check process. (See Section III of this manual.)
- ~~15-13.~~ Supervisors must ensure that cooperators adhere to the maintenance agreement, , that all~~For contract~~operations with BMPs found to be out of compliance, cooperators must be are notified, pursuant to rules 02 NCAC 59D .0107 and 6E.010702 NCAC 59H .0107. (See Section IV of this manual), and that dDocumentation of the noncompliance and resolution becomes a part of the dDistrict files. Supervisors must also ensure that the division receives notification of noncompliance and the subsequent resolution. Refer to non-compliance policy for more information.
- ~~16.~~ Supervisors must abstain from voting on contracts or decisions in which they have a personal interest or potential to benefit to avoid an actual or perceived conflict of interest.